

IDAHO LIQUEFIED PETROLEUM GAS SAFETY BOARD

Bureau of Occupational Licenses

700 West State Street, P.O. Box 83720

Boise, ID 83720-0063

Conference Call Minutes of 1/10/2018

BOARD MEMBERS PRESENT: Jay T Hill - Chair
Thomas E Coates
Ben Estes
Larry L Simms

BOARD MEMBERS ABSENT: Richard B Davies

BUREAU STAFF: Dawn Hall, Deputy Bureau Chief
Julie Eavenson, Admin. Support Manager
Lori Peel, Investigative Unit Manager
Maurie Ellsworth, General Counsel
John Kersey, Chief Investigator
Kim Aksamit, Technical Records Specialist II
Mary Miles, Technical Records Specialist II

OTHERS PRESENT: Joel Emerson, Rocky Mountain Propane Association

The meeting was called to order at 10:00 AM MST by Jay T Hill.

INTRODUCTIONS

Ms. Hall introduced Julie Eavenson to the Board Members.

APPROVAL OF MINUTES

Mr. Simms made a motion to approve the minutes of 12/6/2017. It was seconded by Mr. Estes. Motion carried.

EXECUTIVE ORDER

Ms. Eavenson outlined the Board's role in responding to the Lt. Governor's Executive Order. There is a template that will be used to complete each Board's response, and the template contains six sections:

- A. Index of Statute, Rule, and Policy Requirements for Licensure and Renewal
- B. Applications and Renewals Denied – 2017
- C. Disciplinary Actions – Past 5 Years

- D. Law, Rule, or Policy Changes or Proposed/Implemented Changes in Last 5 Years to Eliminate Barriers to Entry
- E. Assessment of Public Interest
- F. Recommendations for Improvement, Modification, or Elimination of Requirements

The Bureau will be responsible for gathering and entering all of the data sections A, B and C of the template. The Bureau and each Board will jointly fill in section D regarding the Law, Rule or Policy Changes or Proposed/Implemented Changes in Last 5 Years to Eliminate Barriers to Entry. The Board Specialist and Administrative Support Manager will assist the designated Board member with writing sections E and F.

Ideas for the EO that come up between meetings cannot be shared among Board members outside of Board meetings, but may be forwarded to the Board Specialist or Administrative Support Manager for inclusion in the next meeting.

The process will be completed in three meetings: 1) discussion, 2) review and approve a rough draft, and 3) review and approve a final draft. The final draft must be completed and approved by June 15, to meet the July 1, deadline for responding.

LEGISLATIVE REPORT

Ms. Hall gave the legislative report. The deadlines to submit proposed rule and law revisions to the Governor's Office have passed for the 2018 Legislative Session. The deadline to submit proposed law changes to the Governor's Office is mid-July, 2018 and the deadline to submit proposed rule changes to the Governor's Office is mid-August, 2018 for the 2019 Legislative Session.

FINANCIAL REPORT

Ms. Hall gave the financial report, which indicated that the Board had a cash balance of \$147,822.89 as of 12/31/2017.

INVESTIGATIVE REPORT

Ms. Peel gave the investigative report, which is linked above.

FOR BOARD DETERMINATION

Mr. Coates made a motion to approve the Bureau's recommendation and authorize closure in cases I-LPG-2017-23 and I-LPG-2018-3. It was seconded by Mr. Simms. Motion carried.

TO DO LIST

The Board reviewed the To Do List and no action was taken.

LPG TRAINING FOR INSPECTORS

Mr. Kersey invited the Board members to attend the next LPG training on May 14, 2018. Interested Board members will contact Mr. Kersey. Mr. Estes asked Mr. Kersey to set up an inspection training for him with the inspector in his area.

EXECUTIVE SESSION

Mr. Simms made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Mr. Estes. The vote was: Mr. Simms, aye; Mr. Estes, aye; Mr. Coates, aye; and Mr. Hill, aye. Motion carried.

Mr. Simms made a motion to come out of executive session. It was seconded by Mr. Coates. The vote was: Mr. Simms, aye; Mr. Estes, aye; Mr. Coates, aye; and Mr. Hill, aye. Motion carried.

APPLICATIONS

Mr. Simms made a motion to approve 901144193 pending a facility inspection by a Bureau inspector and to submit pictures of the crash protection and the signage for final approval by the Board Chair. It was seconded by Mr. Coates. The vote was: Mr. Simms, aye; Mr. Estes, nay; Mr. Coates, aye; and Mr. Hill, aye. Motion carried.

NEXT MEETING was scheduled for 2/14/2018 Conference Call at 9:00 AM.

March 14, 2018 Conference Call at 9:00 AM

April 11, 2018 Face to Face meeting at 10:00 AM

ADJOURNMENT

Mr. Coates made a motion to adjourn the meeting at 10:35 AM. It was seconded by Mr. Simms. Motion carried.

Jay T Hill, Chair

Thomas E Coates

Richard B Davies

Ben Estes

Larry L Simms

Tana Cory, Bureau Chief